

## Petition for Withdrawal / Leave of Absence

### **Please read the information below before submitting the petition.**

Some students need to withdraw during a quarter while others withdraw after completing a quarter. Students who plan to return to UCSC may request Leave of Absence (LOA) status. LOA status is the advance approval to enroll at UCSC in a future quarter. Some University services are available to students in LOA status. The \$60 LOA fee is nonrefundable and nontransferable. There is a separate procedure for requesting a LOA for the purpose of non-UC study abroad. See: <http://oie.ucsc.edu/sa/other.html>

**Note:** If before the quarter begins, you decide not to attend UCSC, notify the Office of the Registrar before instruction begins by using the Cancellation Notice at: [http://reg.ucsc.edu/Forms/Cancellation\\_Notice.pdf](http://reg.ucsc.edu/Forms/Cancellation_Notice.pdf).

### **Before you initiate a withdrawal or decide to take a break in your studies**

- Consider the financial implications of withdrawing during a quarter. Dependent students should discuss the decision to withdraw with their parents.
- Financial aid recipients are encouraged to talk to a financial aid adviser about the implications of the withdrawal.
- If you live in campus housing or have a parking permit, inquire at the appropriate office for the related refund or adjustment policy.
- Students on LOA may be eligible to purchase health insurance (USHIP) coverage for up to one (1) quarter in any given policy year if enrolled in USHIP the quarter preceding the leave. See <http://www2.ucsc.edu/healthcenter/billing/insurance.shtml> for enrollment instructions, price and deadline.
- Consider the academic implications. Discuss your options with an academic adviser at your college.

### **If You Decide to Withdraw and/or Request a LOA**

- File the *Petition for Withdrawal/Leave of Absence* at your college office. If a Leave of Absence is requested but not approved, your college academic adviser will explain your conditions for readmission.
- Your withdrawal or leave does not become official until the petition is filed with the college. It is presumed that no university services are provided to you after withdrawal, with the exception of leave of absence benefits.
- After the sixth week of the quarter, withdrawals from the university are only approved for catastrophic circumstances (documented medical, psychological, or family emergency).

### **Financial Implications of Withdrawal**

The effective date for determining a refund of fees is the date of the student's official notice of withdrawal from the university, normally the date the student first notifies his or her college of the need to withdraw during the quarter.

### **Financial Aid Recipients**

If you withdraw after receiving financial aid, you may be billed for some or all of the aid you received. See UCSC Financial Aid Policies for Midterm Withdrawals (<http://www2.ucsc.edu/fin-aid/withdrawals.shtml>)

### **Schedule of Refunds**

Through the first day of instruction, fees are adjusted as follows:

New students: all fees reversed except the nonrefundable \$100 Statement of Intent to Register fee.

Continuing and reentering students: all fees reversed.

If the effective date is after the first day of instruction, fees are adjusted according to the University of California Schedule of Refunds, published at <http://reg.ucsc.edu/Fees/fees.html>

**Note:** There is a different Schedule of Refunds for new students receiving federal financial aid who withdraw during their first quarter. This schedule is available at <http://budget.ucop.edu/fees/200809/0809payref.html>

### **Deferred Payment Plan**

If you contracted for the *Deferred Payment Plan (DPP)*, and you withdraw before completing all your installments, you may still owe registration fees as determined by your date of withdrawal. After filing your withdrawal petition, call Student Business Services at 459-2107 for more information.

### **Refund of Fees**

If you qualify for a refund, it will be issued after the completed petition is filed at the college and after any financial aid has been adjusted. For students who have authorized an electronic funds transfer (EFT), the refund is issued in the form of an EFT; otherwise, a check is mailed to the mailing address. Allow at least 21 days after receipt of your payment by the UC Cashier before any refund is issued. A full refund of the registration fees is granted to a student entering the U.S. armed forces or called to active duty during the quarter.

### **International Students**

If you are an F-1 visa holder, a Withdrawal or Leave of Absence will impact your legal status in the U.S. Before petitioning for LOA at your college, see [http://oie.ucsc.edu/is3/\\_forms/LOAformandguidelines4-07.doc](http://oie.ucsc.edu/is3/_forms/LOAformandguidelines4-07.doc)

**Petition for Withdrawal/Leave of Absence**  
(Do not use this form for study abroad programs)

**TO BE COMPLETED BY THE STUDENT:**

Name: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Student ID # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Street \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone Number: \_\_\_\_\_

Official correspondence is mailed to the mailing address you maintain on the MyUCSC portal. It is your responsibility to keep all addresses, phone numbers and direct deposit information current on the portal. If you provide no direct deposit/EFT information, any refund is sent to the mailing address on the portal.

**CHECK ONE:**

**OR**     I will withdraw from UCSC AFTER completing \_\_\_\_\_ Quarter 20\_\_

I need to withdraw DURING: \_\_\_\_\_ Quarter 20\_\_

**IF YOU HAVE SPECIFIC PLANS TO RETURN, REQUEST LOA STATUS (A \$60 application fee will be added to your UCSC account if LOA is approved.):**

I request a Leave of Absence and I plan to return to UCSC

*select one:*     Fall 20\_\_     Winter 20\_\_     Spring 20\_\_     Summer 20\_\_

Primary reasons for withdrawing or requesting a leave of absence:

Employment     Financial     Health     Military     Transferring out

Other: \_\_\_\_\_

Check all that apply:     I live in UCSC housing     I'm an EOP student

I'm in the U.S. on an F-1 visa     I'm insured with UHIP health insurance

I did not attend classes during the withdrawal quarter listed above.

I read the Petition for Withdrawal/Leave of Absence information sheet.

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**COLLEGE USE ONLY:**

Effective date of withdrawal: \_\_\_\_\_ LOA approved, returning: \_\_\_\_\_

*The effective date is the date the student first notified the college of the need to withdraw. If date of college approval is later than the effective date, check to indicate that documentation is on file at college.*   

If not LOA, conditions for readmission: \_\_\_\_\_

Notes: \_\_\_\_\_

Check if you are approving a revised LOA return date. New return quarter: \_\_\_\_\_ 20 \_\_\_\_.

Preceptor/Adviser Signature: \_\_\_\_\_ College: \_\_\_\_\_ Date: \_\_\_\_\_

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**REGISTRAR'S USE ONLY:**    VA benefits? \_\_\_\_ % \_\_\_\_    **Fees:** \_\_\_\_\_

FA? \_\_\_\_    XC to FAO: \_\_\_\_\_    FA adj completed: \_\_\_\_\_    **Adj.** \_\_\_\_\_

Term Hist: \_\_\_\_ T/C: \_\_\_\_ Enr: \_\_\_\_ Term Del \_\_\_\_ P/P \_\_\_\_ LOA Fee \_\_\_\_ LF \_\_\_\_ NES \_\_\_\_ **Net:** \_\_\_\_\_